



### Preparation Instructions for CAL ARNG Form 600-3-R (1 May 86)

1. **From:** Enter the designation and mailing address of commander originating the request for transfer.
2. **Thru:** Enter designation and mailing address of commander (gaining unit or losing unit) or other unit concerned with the transfer.
3. **To:** Enter designation and mailing address of commander having authority to issue transfer orders.
4. **SNL DATA:** Enter the standard name line data in spaces provided.
5. **ORDERS-LEAD LINE DATA:** Items indicated by (-) are to be filled in by the losing unit. Items indicated by (+) are to be filled in by the gaining unit. Items indicated by (+) (-) are to be filled in by gaining or losing unit as necessary. If soldier is a member of a bonus program, "SRIP participant" should be noted in lead line data. The five digit Unit Processing Code (UPC), three digit Payroll Number (PRN), MTOE paragraph and line number, and corresponding MOS must be entered. **Effective date is to be projected far enough in the future to allow processing time.** Requests requiring the publication of orders by OTAG,CA ATTN: CAMP-EPMS require two weeks processing. Coordination must be made between the gaining and losing units to insure that soldier is paid for all duties performed while awaiting transfer. If the transfer is of immediacy SUTA/ET should be authorized.
6. **INITIATION ACTION:** To be completed by the gaining unit.
7. **CONCURRENT ACTION:** To be completed by the losing unit.
  - a. If concurrence, the original of the form will be forwarded through channels to the commander having authority to issue the transfer order.
  - b. If non-concurrence, entires under orders - lead line data are not required and the form is to be returned to the originating unit explaining reason(s) for non-concurrence. Brigade level commandsor higher are the final disapproving authority.
8. Transfer of females **must** be accomplished in strict compliance with current DOD policies and as published in OTAG Personnel Policy Bulletins. Transfer of females are NOT authorized unless these provisions are met.